



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: May 19, 2015

Closing Date: Open until filled

Job Listing Identification Number: OCA-212-15-18

State Classification Number and Step: 0604/ B19

State Job Title: Research Specialist III

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Judicial Information Research
Specialist

Location: Austin, Texas

Monthly Salary Range: \$3,520.33 - \$4,877.00

Type of Job: ☒ Full Time ☐ Part Time

Remarks: Salary commensurate with experience.

Travel Required: ☐ Yes ☒ No

Job Description: Works in the Research and Court Services Division's Judicial Information section, which is responsible for collecting and reporting court-related data. Work involves collecting, reviewing, evaluating and analyzing data; preparing statistical and narrative reports; responding to inquiries; recommending methods to improve data collection; and assisting clerks, judges and other interested parties with reporting issues. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Reviews, evaluates, and analyzes data collected by Judicial Information.
- Contacts courts and clerks to discuss and resolve data problems.
- Collects, compiles and analyzes other information needed for projects related to Judicial Information.
- Prepares or assists in preparing various statistical and narrative reports.
- Responds to or assists in responding to requests for information from a wide variety of sources (i.e., judges, clerks, other agencies, lawyers, legislators, the general public, etc.). Translates complex information into common terms.
- Analyzes data to identify trends in the Texas judicial system.
- Provides assistance to courts and clerks on reporting issues over the phone, via email, and by making presentations.
- Recommends changes to improve collection of judicial data.
- May design, collect, and conduct analysis of quantitative and qualitative data for research projects.
- Assists in developing and prescribing procedures and definition of terms for collecting workload data, performance measures, and other information from the courts.
- Develops and maintains effective working relationships and communications with judges and clerks at all levels of the Texas judiciary, as well as with OCA staff and with staff of other agencies, entities, and organizations.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in public administration/affairs, government, criminal justice, computer science, statistical analysis, research methodology, sociology, business administration, or related field.
- At least two years of data analysis or related work.
- Proficient in Microsoft Office Suite, as well as research via the Internet.
- Education and experience may have occurred concurrently.

Preferred Qualifications:

- Graduate degree preferred with major course work in the above areas of study.
- Substantial experience with Excel and producing graphs, charts and tables.
- Experience analyzing and evaluating data.
- Ability to prepare clear and concise narrative reports and correspondence.
- Ability to prepare clear and accurate statistical reports.
- Experience in research, program evaluation, statistical analysis, or database management.
- Proficient in Access, Crystal Reports, SQL, or other ad-hoc reporting software.
- Experience working collaboratively with a wide variety of internal and external customers.
- Experience and/or knowledge of the Texas judicial system.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, color, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons the Office of Court Administration's Human Resources Officer, at 512/936-1611.